

The National Incident Management System (NIMS) compliance requirements continue to be developed by the federal NIMS Integration Center (NIC). As a supplement to guidance previously provided this office, I would like to clarify the requirements which must be met prior to the end of this federal fiscal year, September 30, 2005.

The compliance matrix provided represents a “working draft” developed by the NIC and was provided to assist in identifying potential requirements to achieve full NIMS compliance by September 30, 2006. You can find the official NIMS website at: <http://www.fema.gov/nims/>

To be eligible for future federal Homeland Security grant funding political jurisdictions need to satisfy five requirements before September 30, 2005 as indicated on the attached sheet.

The Arizona Division of Emergency Management will provide technical assistance and training as needed to fulfill NIMS compliance requirements.

Additionally, the Arizona Division of Emergency Management will issue a NIMCAST (NIMS Capability Assessment Support Tool) authorization for your NIMCAST Administrator to conduct on-line compliance assessments of your emergency response agencies (public health, law enforcement, public works, etc.). It is expected that you will assist your local jurisdictions and tribal governments in their NIMS compliance efforts.

Please provide the name, email address, telephone number, and organization for your NIMCAST Administrator to:

Victor F. Calderon, 602.231.6327, [vic.calderon@azdema.gov](mailto:vic.calderon@azdema.gov)

Sincerely,

FRANK F. NAVARRETE  
Director

Attachments

1. NIMS Compliance Requirements for FFY 2005
2. NIMS Alert #004-05, IS-700 NIMS Course

## NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) COMPLIANCE REQUIREMENTS for FFY 2005

The federal NIMS compliance requirements will be phased in with full compliance to be achieved by September 2006. The minimum FFY 2005 NIMS requirements to be accomplished prior to September 30, 2005 include the following 5 items:

**1. Formally recognize the NIMS and adopting NIMS principles and policies:** Political jurisdictions will issue a policy statement or executive order designating NIMS as the basis for incident management.

**2. Institutionalize\* the use of the Incident Command System (ICS):** \*See the NIMS Integration Center's definition of "Institutionalize" below

**3. Establish a NIMS baseline by determining which NIMS requirements you already meet:** Political jurisdictions providing incident response, emergency response or emergency operations center support will complete a NIMCAST Self-Assessment.

**4. Establish a timeframe and develop a strategy for full NIMS implementation:** Political jurisdictions providing incident response, departmental emergency response or emergency operations center support will develop a strategy which when implemented will provide full NIMS compliance and implementation by FFY2007

**5. Complete NIMS Awareness Course: "National Incident Management System (NIMS), An Introduction" (IS 700):** Political jurisdictions providing incident response, departmental emergency response or emergency operations center support will require and complete the IS-700 course. (See attached NIMS Alert 004-05 which clarifies who should complete the course.)

According to the NIMS Integration Center, to "institutionalize the use of ICS" means that government officials, incident managers and emergency response organizations at all jurisdictional levels adopt the Incident Command System and launch activities that will result in the use of the ICS for all incident response operations. Actions to institutionalize the use of ICS basically take place at two levels - policy and organizational/operational.

At the policy level, it means government officials, i.e., governors, mayors, county and city managers, tribal leaders and others:

1. Adopt the ICS through executive order, proclamation or legislation as the jurisdiction's official incident response system; and
2. Direct that incident managers and response organizations in their jurisdictions train and exercise the ICS and use it in their response operations.

At the organizational/operational level, evidence that incident managers and emergency response organizations are institutionalizing the ICS would include the following:

1. ICS is being integrated into functional and system-wide emergency operations policies, plans and procedures;
2. ICS training is planned or under way for responders, supervisors and command level officers;
3. Responders at all levels are participating in and/or coordinating ICS-oriented exercises that involve responders from multi-disciplines and jurisdictions.

While it is not expected that all these activities would be completed in FFY 2005, it is expected that where possible they will be and that, at a minimum, planning for such activities would be initiated and actions taken to put them into practice.

# NIMS Alert

NA: 004-05  
The NIMS Integration Center, March 5, 2005  
[NIMS-Integration-Center@dhs.gov](mailto:NIMS-Integration-Center@dhs.gov)  
202-646-3850

## IS 700, The NIMS Introductory Course - Who Needs to Take It?

Last September when the Secretary of Homeland Security sent a letter to the nation's governors, he outlined a series of steps that **must** be taken and actions that **should** be taken in FY 2005 to become compliant with the National Incident Management System (NIMS).

Specifically the letter said that state, territorial, tribal and local level jurisdictions should support NIMS implementation by completing the NIMS awareness course *National Incident Management System, An Introduction - IS 700*. This independent study course explains the purpose, principles, key components and benefits of NIMS. The Secretary clearly intended to provide discretion to state, territorial, tribal and local governments in deciding who should take the course.

As further guidance, the NIMS Integration Center encourages all emergency personnel with a direct role in emergency preparedness, incident management or response take the NIMS course by Oct. 1, 2005. It is offered free-of-charge through the Emergency Management Institute at <http://training.fema.gov/EMIWeb/IS/crslist.asp>.

### WHO SHOULD TAKE THE COURSE IN FY'05?

**Executive Level** – Political and government leaders, agency and organization administrators and department heads; personnel that fill ICS roles as Unified Commanders, Incident Commanders, Command Staff, General Staff in either Area Command or single incidents; senior level Multi-Agency Coordination System personnel; senior emergency managers; and Emergency Operations Center Command or General Staff.

**Managerial Level** – Agency and organization management between the executive level and first level supervision; personnel who fill ICS roles as Branch Directors, Division/Group Supervisors, Unit Leaders, technical specialists, strike team and task force leaders, single resource leaders and field supervisors; midlevel Multi-Agency Coordination System personnel; EOC Section Chiefs, Branch Directors, Unit Leaders; and other emergency management/response personnel who require a higher level of ICS/NIMS Training.

**Responder Level** – Emergency response providers and disaster workers, entry level to managerial level including Emergency Medical Service personnel; firefighters; medical personnel; police officers; public health personnel; public works/utility personnel; and other emergency management response personnel.

The NIMS introductory course very likely will be a required in FY'06 for state, territorial, tribal and local personnel who have emergency assignments at any level of government. Full NIMS compliance is required by Oct. 1, 2006.

**NOTE:** We recognize that some online independent study participants are experiencing delays in gaining access to the IS-700 course. The Emergency Management Institute is addressing this and the problem will be alleviated.